

**BY ORDER OF THE COMMANDER
341ST MISSILE WING**

**341ST MISSILE WING INSTRUCTION
32-1002**



7 JULY 2016

Civil Engineer

KEY AND LOCK CONTROL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction complements Air Force Policy Directive 32-10, *Installations and Facilities*, 4 March 2010, and Air Force Policy Directive 32-90, *Real Property Asset Management*, 6 August 2007 by establishing procedures and guidance for commanders and building managers in the care and operation of base facilities on Malmstrom AFB. It does not apply to the Air National Guard (ANG) or Air Force Reserve (AFRC) personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, **Recommendation for Change of Publication**; route AF Form 847 through the wing publishing office. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. This publication may not be supplemented or further implemented/extended.

SUMMARY OF CHANGES

Created significant changes to para 2.3.5.

1. Roles and Responsibilities: Commanders, facility managers, and housing occupants are responsible for ensuring individual and master keys are controlled according to this instruction.

2. General.

2.1. Malmstrom AFB uses a grand master key system. There are multiple patterns to be used with this system. Patterns are designated by 341 CES base locksmith for each facility.

2.2. Lock and Key Responsibility. 341 CES is responsible for the overall management of all door locks and keys on Malmstrom AFB base and missile field facilities. The MFH, and 341 MDG will manage their own key system. Billeting (cardkey systems) will be managed and maintained by the 341st Force Support Squadron (341 FSS).

2.3. Special Use Systems:

2.3.1. Cipher locks will be approved on a case-by-case basis by the Base Civil Engineer (BCE). Cipher locks on both interior and exterior doors must include a key bypass and a timeout tamper function that delays the code entry after an incorrect code. All approved cipher lock systems will be purchased by the requesting organization and installed, maintained, and repaired by the 341 CES. Code and battery changes will be performed by the using organization.

2.3.2. Remotely operated electric door openers will be authorized in facilities such as command posts, fire alarm control rooms, or where an attendant is not authorized to leave their control station within a locked room. All approved remotely operated electric door openers will be funded by the requesting organization and installed, maintained and repaired by the 341 CES. Code and battery changes will be performed by the using organization.

2.3.3. Automatic opening doors are authorized for public use facilities where deemed appropriate by the BCE. These doors will be funded by the requesting organization and installed, maintained, and repaired by the 341 CES.

2.3.4. Cardkey, optical, or other high security systems will be funded by the requesting organization, and will be installed, managed, and maintained by the using organization.

2.3.5. Direct Scheduled Work Order (DSW) requests on GSA safe and vault locks must be called in to CES Customer Service 731.6138. If replacement is needed (with the exception of vault and SCIF doors since they are "Real Property") Federal Specification FF-L-2740 (electromechanical) or FF-L-2937 (mechanical) locks will be purchased by requesting unit. The lock systems will be installed, repaired, and maintained only by a certified GSA safe and vault technician.

Note: *Use of SF 700, SF 702, & OPTIONAL FORM 89 is mandatory on all security containers and vault doors. (DoD 5200.01, Volume 3, February 24, 2012)*

3. Base Facility Procedures.

3.1. General Concept. Each facility will have a separate master lock system with a master key to fit all locks in that facility, except mechanical rooms. When a facility is master keyed, the Key Control Controller (341 CES/CEOSC) will issue to the primary building manager one master key and the number of individual keys requested and justified for that facility.

3.2. Duplication of Keys. 341 CES/CEOSC will provide additional keys if the request is submitted on an AF Form 332, **Base Civil Engineer Work Request** (Attachment 2) and signed by the facility manager. Requests for additional master keys must have the organizational commander's signature in Blocks 11-13. This AF Form 332 will be delivered to 341 CES/CEOSC (Customer Service) for review and approval/accomplishment. If the

request is approved, a Direct Scheduled Work Order will be issued to the locksmith for execution. The locksmith will fabricate the keys and give them to the Key Control Controller. The Key Control Controller will issue the keys to the primary facility manager. The primary facility manager will be required to sign for the keys. Master keys for the custodial contractor will be issued directly to the Custodial Contract Specialist for issue to the base custodial contractor.

3.3. Lock replacement. Arrangements for lock replacement will be made using an AF Form 332 submitted to 341 CES/CEOSC. When the replacement is required because of obvious abuse, vandalism, or burglary, the request must be signed by the organizational commander with a copy of the statement of charges or a police report attached. If replacement is required due to inadequate key control by the facility manager or members of the organization, the organization will be responsible for the actual expenses required to duplicate keys or replace lock cores.

3.4. Emergency Access. One grand master key will be issued to the Fire Protection Flight (341 CES/CEF) and kept in the alarm room. In emergencies, either 341 CES or 341st Security Forces Squadron (341 SFS) personnel may sign out this key. The key will be returned as soon as possible, but will not be returned beyond 4 hours without calling the alarm room with an explanation. A Department of Defense (DoD) picture identification card or Company identification badge (for DoD contractors) will be required to sign out this key.

4. Missile Alert Facilities (MAF) and Launch Facilities (LF)

4.1. Missile Alert Facilities. Each missile squadron FM superintendent will be responsible for key control at their five MAFs. When an FM superintendent is changed, the outgoing person is required to out process and transfer accountability of keys through 341 CES/CEOSC.

4.2. Launch Facilities. Keys and Codes Control Center (KCCC) has the overall responsibility for key control at the LFs. An internal annual audit will be conducted by the key control program monitor.

5. Housing Procedures.

5.1. Military Family Housing is managed and maintained by an independent contractor. Direct all questions to the 341 CES Housing Office.

6. Dormitory Procedures.

6.1. Dormitory rooms have a card key lock which is programmed to the occupant's Common Access Card (CAC).

6.2. Dormitory Lock Out (Duty day). If a lock out occurs between 0730-1600 the occupant will report to CDMO in building 640 for assistance.

6.3. Dormitory Lock Out (After hours). The occupant will first contact an NCO within their work center. Both individuals can then proceed to the Base Billeting office, there the NCO will be briefed on his/her responsibilities prior to signing for the master key.

7. Key Control.

7.1. Facility manager responsibility. Primary facility managers are responsible for the accountability and security of all keys that service their area. Commanders must establish

security procedures to ensure there is no duplication of keys without the facility manager's knowledge and 341 CES approval. Facility managers are not responsible for keys to controlling areas that organizations use for safeguarding specialized equipment, sensitive documents, personal tool kits, etc. Facility managers are responsible for collecting all keys from personnel on permanent change of station, discharge, or termination of employment. Facility managers will establish their own internal key control system. Keys issued to personnel going on extended leave or on temporary duty assignment for over 30 days should be held by the facility manager for safekeeping. Upon vacating a building or any assigned space, the building manager must return all keys to 341 CES/CEAOR.

7.2. Multi-organizational facilities. Facility keys should remain under one master key system. In facilities where more than one master key system is used, each area will have its own facility Key control program. Each area will be managed by the designated person responsible for their master key system.

7.3. Facility managers terminated. When primary building managers change, the outgoing building manager is required to out-process/transfer accountability of keys through 341 CES/CEOSC. The outgoing building manager will bring a Facility Manager Assignment Letter (Attachment 3) signed by their organizational commander appointing the new facility manager and, accompanied by his/her replacement, report to 341 CES/CEOSC to have key accountability transferred at that time.

7.4. Dormitory managers terminated. When primary dormitory managers change, the outgoing dormitory manager is required to out-process/transfer accountability of keys through 341 CES/CEOSC. The outgoing dormitory manager will bring a Facility Manager Assignment Letter signed by their organizational commander appointing the new facility manager and coordinated through the 341 CES/CEACD Dormitory Manager. The primary dormitory manager accompanied by his/her replacement, must report to 341 CES/CEOSC to have key accountability transferred at that time.

8. Authority to Duplicate Keys. No agency or organization other than 341 CES, 341 MDG, or MFH contractors on Malmstrom AFB has the authority to duplicate keys.

RONALD G. ALLEN, JR., Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD 5200.01, Volume 3, February 24, 2012

AFI33-332, *Air Force Privacy Act Program*

341MWI32-9002, *Care and Operation of Base Facilities*

341MWI32-9001, *Utilization and Assignment of Real Property Facilities*

Forms Adopted

AF Form 332, **Base Civil Engineer Work Request**

AF Form 847, **Recommendation for Change of Publication**

SF 700, **Security Container Information**

SF 702, **Security Container Check sheet**

OPTIONAL FORM 89, **Maintenance Record for Security Containers/Vault doors**

Terms

Base Facilities:—Facilities consisting of administrative offices, work shops, hangars, and miscellaneous structures that could have locks.

Missile Alert Facilities (MAF) and Launch Facilities (LF): Facilities positioned in the missile complex.

Housing: Military Family Housing (MFH) units on Malmstrom AFB to include MFH storage cubicles and garages.

Dormitories: Facilities that house enlisted permanent party personnel.

Attachment 2

SAMPLE AF FORM 332

BASE CIVIL ENGINEER WORK REQUEST (See Reverse for Instructions)				Form Approved OMB No. 0704-0188	
<small>Public reporting burden for this collection of information is estimated to average .3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project 0704-0188, Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to HQ AFESC/DEMC.</small>					
SECTION I - TO BE COMPLETED BY REQUESTER					
1. FROM (Organization)		2. OFFICE SYMBOL		3. DATE OF REQUEST	
YOUR ORGANIZATION		OFF SYM		4. WORK REQUEST NO. (For BCE Use)	
5. NAME AND PHONE NO. OF REQUESTER FACILITY MANAGER NAME AND DUTY PHONE			6. REQUIRED COMPLETION DATE		7. BUILDING, FACILITY OR STREET ADDRESS WHERE WORK IS TO BE ACCOMPLISHED FACILITY FOR KEYS
8. DESCRIPTION OF WORK TO BE ACCOMPLISHED (Include Sketch or Plan, when appropriate) Include the key code number, number of keys, door locations (room numbers), for lock replacement. Include facility diagram if necessary.					
9. BRIEF JUSTIFICATION FOR WORK TO BE ACCOMPLISHED (Not required for maintenance and repair) Justification may include loss, increase in number of employees, or additional persons being given access to area or facility.					
10. DONATED RESOURCES Include copies of checks from members who are paying for damaged/lost keys.					
FUNDS		LABOR		MATERIAL	
				CONTRACT BY REQUESTER	
				NONE	
11. NAME OF REQUESTER Facility Manager for other than Master Keys Commander for Master Keys			12. GRADE OF REQUESTER		13. SIGNATURE OF REQUESTER (See Reverse of Form)
14. COORDINATION					
SECTION II - FOR BASE CIVIL ENGINEER USE					
15. WORK ORDER (Place an "X" in the appropriate box.)					
IN-SERVICE		SELF-HELP		CONTRACT	
				SABER	
16. DIRECT SCHEDULED WORK (Place an "X" in the appropriate box.)					
EMERGENCY		URGENT		ROUTINE	
				SELF-HELP	
				M/C	
17. SELF-HELP (Place an "X" in the appropriate box.)					
BRIEFING REQUIRED			ADEQUATE COORDINATION		INSPECTION REQUIRED
SECTION III - COMPLETE ONLY IF WORK IS TO BE ACCOMPLISHED BY WORK ORDER					
18. WORK CLASS		19. PRIORITY		20. ESTIMATED HOURS	
				21. ESTIMATED FUNDED COST	
				22. ESTIMATED TOTAL COST	
23. THERE IS NO NEED FOR AN ENVIRONMENTAL ASSESSMENT (AFR 19-2)		24. A WRITTEN ASSESSMENT IS BEING/HAS BEEN PROCESSED		25. APPROVED	
				26. DISAPPROVED	
27. REMARKS					
SECTION IV - APPROVING AUTHORITY					
28. NAME AND GRADE (Please Type or Print)				29. SIGNATURE	
				30. DATE	